

**Willamina City Council Agenda**  
**Tuesday, October 10, 2017 6:00pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina (recorded meeting)**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

MAYORS PRESENTATION – John McCleery, Darlene Brown, Joyce Zimbrick

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE –

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CONSENT AGENDA

1. Check Registers – August 1 to 31, 2017 (information only)
2. Financials August 2017
3. Minutes from June 19, 2017 and September 12, 2017 and September 27, 2017 City Council Meeting

CORRESPONDENCE

REGULAR AGENDA

Administration

1. Consideration for approval of Resolution 17-18-004 authorizing the establishment of the Health Reimbursement/Voluntary Employees' Beneficiary Association Plan.
2. Creation of a new position of Billing & Office Specialist III and allocation to the class delineated as Office Coordinator.

Library

1. Upgrade and Renovation of the exterior front (C Street) of the City of Willamina City Library through donation of material and labor from the Willamina Civic Club
2. Library Board Membership Change

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*An Equal Opportunity Employer*

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

[willaminaoregon.gov](http://willaminaoregon.gov)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

Ordinance

1. A reading of Ordinance #669.

MAYORS REPORT

COUNCIL LIAISON REPORTS

4. Chamber Liaison (Mayor Skyberg)
5. YCOM Board (Councilor Baller)
6. Yamhill County Housing Authority Board Member (Councilor Stritzke)
7. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM/CITY OFFICERS

8. City Manager
9. Sheriff's Report

EVENT CALENDAR

CLOSE CITY COUNCIL MEETING

**PUBLIC HEARING**  
**RFP Old Department Store**

CLOSE THE PUBLIC HEARING

ADJOURN

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# Consent Agenda

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7747	08/16	08/05/2016	7747	1135 CITY OF YAMHILL	00267	1	10-14-5211	.00	250.00	250.00
								.00		250.00
7748	08/16	08/05/2016	7748	4640 CONST & GEN LABORERS UNI	UNION DUE	1	10-00-2130	.00	198.16	198.16
								.00		198.16
7749	08/16	08/05/2016	7749	5578 CREDITS INCORPORATED	19723	1	30-10-4350	.00	10.29-	10.29- V
08/16	08/05/2016	7749	5578 CREDITS INCORPORATED	19723	1	1	30-10-4350	.00	10.29	10.29
08/16	08/05/2016	7749	5578 CREDITS INCORPORATED	19723	2	2	40-10-4350	.00	14.20	14.20
08/16	08/05/2016	7749	5578 CREDITS INCORPORATED	19723	2	2	40-10-4350	.00	14.20-	14.20- V
								.00		.00
7750	08/16	08/05/2016	7750	1460 DAVISON AUTO PARTS, INC.	924-375998	1	40-11-5137	.00	22.88	22.88
08/16	08/05/2016	7750	1460 DAVISON AUTO PARTS, INC.	924376879	1	1	10-72-5504	.00	59.99	59.99
								.00		82.87
7751	08/16	08/05/2016	7751	1760 FERGUSON ENTERPRISES, INC	0533031	1	30-11-5531	.00	69.97	69.97
08/16	08/05/2016	7751	1760 FERGUSON ENTERPRISES, INC	0533089	1	1	30-11-5531	.00	228.00	228.00
08/16	08/05/2016	7751	1760 FERGUSON ENTERPRISES, INC	0533089	2	2	30-11-5600	.00	1,248.00	1,248.00
								.00		1,545.97
7752	08/16	08/05/2016	7752	5340 HEIDI'S HELPING HANDS	286	1	10-12-5209	.00	250.00	250.00
08/16	08/05/2016	7752	5340 HEIDI'S HELPING HANDS	286	2	2	10-65-5209	.00	250.00	250.00
								.00		500.00
7753	08/16	08/05/2016	7753	5591 JAMES HOSLEY	REFUND 16	1	30-00-2300	.00	5.03	5.03

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
08/16	08/05/2016	7758	3590	PGE	7442324 7.2	1	30-11-5415	.00	614.74	614.74
08/16	08/05/2016	7758	3590	PGE	7503422 7.2	1	30-11-5415	.00	17.89	17.89
08/16	08/05/2016	7758	3590	PGE	7503338 7.2	1	30-11-5415	.00	881.27	881.27
08/16	08/05/2016	7758	3590	PGE	8056065 7.2	1	40-11-5415	.00	96.79	96.79
08/16	08/05/2016	7758	3590	PGE	8057642 7.2	1	40-11-5415	.00	147.83	147.83
08/16	08/05/2016	7758	3590	PGE	8074233 7.2	1	40-11-5415	.00	51.62	51.62
08/16	08/05/2016	7758	3590	PGE	8110573 7.2	1	40-11-5415	.00	1,330.98	1,330.98
08/16	08/05/2016	7758	3590	PGE	8412508 7.2	1	10-66-5415	.00	142.73	142.73
08/16	08/05/2016	7758	3590	PGE	8647822 7.2	1	10-72-5415	.00	289.27	289.27
08/16	08/05/2016	7758	3590	PGE	8928404 7.2	1	10-66-5415	.00	16.58	16.58
08/16	08/05/2016	7758	3590	PGE	98972 7.24.1	1	40-11-5415	.00	130.65	130.65
Total 7758:										5,574.48
7759	08/16	08/05/2016	7759	3770	PORTLAND STATE UNIVERSITY	2016-2017 D	10-12-5320	.00	41.00	41.00
Total 7759:										41.00
7760	08/16	08/05/2016	7760	3730	PRIMISYS	010936	10-12-5234	.00	400.00	400.00
08/16	08/05/2016	7760	3730	PRIMISYS	10935	1	10-12-5233	.00	297.50	297.50
08/16	08/05/2016	7760	3730	PRIMISYS	10935	2	10-72-5233	.00	44.99	44.99
Total 7760:										742.49
7761	08/16	08/05/2016	7761	5549	Ross Schuliz	W07	10-12-5200	.00	2,429.60	2,429.60
Total 7761:										2,429.60
7762	08/16	08/05/2016	7762	4110	SHELDON OIL COMPANY	12138	10-66-5120	.00	65.76	65.76
08/16	08/05/2016	7762	4110	SHELDON OIL COMPANY	12138	2	10-72-5120	.00	146.96	146.96
08/16	08/05/2016	7762	4110	SHELDON OIL COMPANY	12138	3	10-18-5120	.00	33.23	33.23
08/16	08/05/2016	7762	4110	SHELDON OIL COMPANY	12138	4	20-11-5120	.00	76.74	76.74
08/16	08/05/2016	7762	4110	SHELDON OIL COMPANY	284404-11	1	10-72-5137	.00	9.84	9.84

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7768:										
7769	08/16 08/05/2016	7769	5551	Wright Imaging	4188790	1	10-72-5200	.00	540.00	540.00
08/16 08/05/2016	7769		5551	Wright Imaging	4188790	2	40-11-5200	.00	510.03	510.03
Total 7769:										
7770	08/16 08/05/2016	7770	5020	XEROX	085680557	1	10-65-5606	.00	184.07	184.07
08/16 08/05/2016	7770		5020	XEROX	085680558	1	10-12-5606	.00	395.22	395.22
Total 7770:										
7771	08/16 08/05/2016	7771	5130	YAMHILL COMMUNICATIONS A	2016-288	1	10-18-5302	.00	1,748.83	1,748.83
Total 7771:										
7772	08/16 08/18/2016	7772	430	ARAMARK UNIFORM SERVICES	862420341	1	10-72-5140	.00	129.14	129.14
08/16 08/18/2016	7772		430	ARAMARK UNIFORM SERVICES	862431083	1	10-72-5140	.00	129.14	129.14
08/16 08/18/2016	7772		430	ARAMARK UNIFORM SERVICES	862441710	1	10-72-5140	.00	129.14	129.14
08/16 08/18/2016	7772		430	ARAMARK UNIFORM SERVICES	862452244	1	10-72-5140	.00	129.14	129.14
Total 7772:										
7773	08/16 08/18/2016	7773	700	BAKER AND TAYLOR BOOKS	4011685692	1	10-65-5106	.00	52.31	52.31
Total 7773:										
7774	08/16 08/18/2016	7774	720	BEERY, ELSNER & HAMMOND	13125	1	10-12-5203	.00	3,633.59	3,633.59
08/16 08/18/2016	7774		720	BEERY, ELSNER & HAMMOND	13125	2	10-72-5203	.00	903.00	903.00
Total 7774:										
Total 7774:										
Total 7774:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7781:										
7782	08/16	08/18/2016	7782	2610 LOCAL GOVERNMENT PERSON	12774	1	10-12-5200	.00	71.00	71.00
Total 7782:										
7783	08/16	08/18/2016	7783	2900 MID-WILLAMETTE VALLEY COU	1617065	1	10-17-5214	.00	355.50	355.50
Total 7783:										
7784	08/16	08/18/2016	7784	5598 OREGON GOVERNMENT FINAN	JOB PLACE	1	10-12-5230	.00	200.00	200.00
Total 7784:										
7785	08/16	08/18/2016	7785	3200 OREGON HISTORICAL SOCIET	RENEWAL 1	1	10-67-5320	.00	68.00	68.00
Total 7785:										
7786	08/16	08/18/2016	7786	3590 PGE	2045700 8.5.	1	10-19-5400	.00	1,534.72	1,534.72
Total 7786:										
7787	08/16	08/18/2016	7787	3820 RECOLOGY WESTERN OREGO	1080068163	1	10-68-5415	.00	10.53	10.53
08/16	08/18/2016	7787	3820 RECOLOGY WESTERN OREGO	1080116228	1	10-12-5415	.00	34.32	34.32	34.32
08/16	08/18/2016	7787	3820 RECOLOGY WESTERN OREGO	1080204289	1	30-11-5415	.00	2.70	2.70	2.70
08/16	08/18/2016	7787	3820 RECOLOGY WESTERN OREGO	1080218560	1	10-65-5415	.00	14.72	14.72	14.72
08/16	08/18/2016	7787	3820 RECOLOGY WESTERN OREGO	1080242222	1	10-72-5415	.00	146.24	146.24	146.24
Total 7787:										
7788	08/16	08/18/2016	7788	3970 ROGERS MACHINERY COMPA	1046120	1	30-11-5530	.00	177.72	177.72

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7794:										
7795	08/16	08/16/2016	7795	5150 YAMHILL COUNTY SHERIFF'S O STATEMENT		1	10-18-5217	.00	15,981.90	15,981.90
Total 7795:										
7796	08/16	08/29/2016	7796	700 BAKER AND TAYLOR BOOKS	4011678844	1	10-65-5102	.00	16.43	16.43
Total 7796:										
7797	08/16	08/29/2016	7797	5597 BOYS PAINTING LLC	LBPAIN-TFI	1	10-81-5915	.00	3,160.00	3,160.00
Total 7797:										
7798	08/16	08/29/2016	7798	870 BRETTTHAUER OIL CO.	CL45108	1	40-11-5120	.00	7.08	7.08
08/16	08/29/2016	7798	870 BRETTTHAUER OIL CO.	CL45108	2	10-72-5120	.00	22.88	22.88	
08/16	08/29/2016	7798	870 BRETTTHAUER OIL CO.	CL45108	3	30-11-5120	.00	45.14	45.14	
Total 7798:										
7799	08/16	08/29/2016	7799	1390 CASCADE COLUMBIA	674992	1	30-11-5108	.00	2,047.00	2,047.00
Total 7799:										
7800	08/16	08/29/2016	7800	1020 CENTURYLINK	313013154 8	1	40-11-5413	.00	96.55	96.55
08/16	08/29/2016	7800	1020 CENTURYLINK	313054538 8	1	10-12-5413	.00	113.02	113.02	
08/16	08/29/2016	7800	1020 CENTURYLINK	313054538 8	2	10-66-5413	.00	13.56	13.56	
08/16	08/29/2016	7800	1020 CENTURYLINK	313054538 8	3	20-11-5413	.00	27.13	27.13	
08/16	08/29/2016	7800	1020 CENTURYLINK	313054538 8	4	30-11-5413	.00	153.71	153.71	
08/16	08/29/2016	7800	1020 CENTURYLINK	313054538 8	5	40-11-5413	.00	144.67	144.67	
08/16	08/29/2016	7800	1020 CENTURYLINK	313164607 0	1	10-67-5413	.00	66.28	66.28	
08/16	08/29/2016	7800	1020 CENTURYLINK	313408135 0	1	30-11-5413	.00	47.19	47.19	

M = Manual Check, V = Void Check



## Check Register - GL Detail

Check Issue Dates: 8/1/2016 - 8/31/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>7806</b>										
08/16	08/29/2016	7806	5602	NEWTON, PATRICK	082416	1	30-00-2300	.00	6.94	6.94
08/16	08/29/2016	7806	5602	NEWTON, PATRICK	082416	2	40-00-2400	.00	9.83	9.83
Total 7806:										16.77
<b>7807</b>										
08/16	08/29/2016	7807	3740	PRINT NW	17824	1	10-12-5137	.00	37.00	37.00
08/16	08/29/2016	7807	3740	PRINT NW	17824	2	10-12-5137	.00	44.00	44.00
Total 7807:										81.00
<b>7808</b>										
08/16	08/29/2016	7808	5604	Shader, Robert	UTILITY REF	1	30-00-2300	.00	.91	.91
08/16	08/29/2016	7808	5604	Shader, Robert	UTILITY REF	2	40-00-2400	.00	1.49	1.49
Total 7808:										2.40
<b>7809</b>										
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.04	46.04
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	2	10-12-5413	.00	13.85	13.85
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.51	40.51
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.32	3.32
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.39	50.39
08/16	08/29/2016	7809	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.89	49.89
Total 7809:										204.00
<b>7810</b>										
08/16	08/29/2016	7810	4340	STEVENS	227679	1	30-11-5600	.00	371.67	371.67
Total 7810:										371.67
<b>7811</b>										
08/16	08/29/2016	7811	4330	STUCK ELECTRIC CO	10348	1	10-65-5504	.00	95.35	95.35
08/16	08/29/2016	7811	4330	STUCK ELECTRIC CO	10352	1	30-11-5530	.00	412.95	412.95
Total 7811:										508.30

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-65-5209	250.00	.00	250.00
10-65-5413	93.71	.00	93.71
10-65-5415	156.00	10.98	145.04
10-65-5504	449.05	.00	449.05
10-65-5606	184.07	.00	184.07
10-66-5120	65.76	.00	65.76
10-66-5200	818.00	.00	818.00
10-66-5413	56.01	.00	56.01
10-66-5415	191.68	.00	191.68
10-66-5504	43.99	.00	43.99
10-67-5320	68.00	.00	68.00
10-67-5413	66.28	.00	66.28
10-67-5415	110.88	12.10	98.78
10-72-5120	237.80	.00	237.80
10-72-5137	158.52	.00	158.52
10-72-5140	516.56	.00	516.56
10-72-5200	540.00	.00	540.00
10-72-5203	903.00	.00	903.00
10-72-5233	44.99	.00	44.99
10-72-5415	435.51	.00	435.51
10-72-5504	539.13	.00	539.13
10-81-5915	3,950.00	.00	3,950.00
20-00-2000	.00	688.04	688.04
20-11-5120	76.74	.00	76.74
20-11-5413	34.32	.00	34.32
20-11-5504	26.98	.00	26.98
20-11-5522	550.00	.00	550.00
30-00-2000	10.29	17,446.32	17,436.03
30-00-2300	221.90	.00	221.90
30-10-4350	10.29	10.29	.00
30-11-5108	2,462.00	.00	2,462.00
30-11-5120	87.32	.00	87.32
30-11-5126	70.50	.00	70.50
30-11-5137	39.60	.00	39.60
30-11-5250	145.00	.00	145.00
30-11-5344	31.28	.00	31.28
30-11-5413	953.94	.00	953.94
30-11-5415	2,916.92	.00	2,916.92
30-11-5530	1,823.24	.00	1,823.24
30-11-5531	603.47	.00	603.47

GL Account	Debit	Credit	Proof
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Report Criteria:  
Report type: GL detail  
Check Type = {<>} "Adjustment"

CITY OF WILLAMINA  
BALANCE SHEET  
AUGUST 31, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(	189,667.12)	
10-00-1280	TAXES RECEIVABLE		28,722.00	
10-00-1300	INVENTORY		7,301.00	
10-00-1400	LAND		117,841.00	
10-00-1420	LAND IMPROVEMENTS		980,055.00	
10-00-1430	BUILDINGS		296,847.00	
10-00-1440	EQUIPMENT		194,313.00	
10-00-1460	VEHICLES		57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(	666,727.00)	
10-00-1900	DEFERRED PENSION		44,350.00	
	TOTAL ASSETS			870,496.88

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		9,997.87	
10-00-2100	ACCRUED PAYROLL		6,549.50	
10-00-2120	BENEFITS PAYABLE		2,995.94	
10-00-2130	UNION DUES PAYABLE	(	48.34)	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			42,633.77

FUND EQUITY

10-00-3000	FUND BALANCE		19,329.65	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		979,791.00	

REVENUE OVER EXPENDITURES - YTD	(	196,257.54)
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BALANCE - CURRENT DATE	827,863.11
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TOTAL FUND EQUITY	827,863.11
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TOTAL LIABILITIES AND EQUITY	870,496.88
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CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,000.00	8,000.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0
<u>LIBRARY</u>					
10-65-4560 FINES	141.50	141.50	750.00	608.50	18.9
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	14,000.00	14,000.00	.0
10-65-4708 CCRLS LOST BOOK	.00	49.94	500.00	450.06	10.0
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4816 DONATIONS	.00	.00	250.00	250.00	.0
10-65-4901 MISCELLANEOUS INCOME	123.75	129.69	.00	( 129.69)	.0
TOTAL LIBRARY	265.25	321.13	17,700.00	17,378.87	1.8
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
TOTAL CEMETERY	.00	.00	500.00	500.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	18,476.00	18,476.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	16,800.00	16,800.00	.0
10-90-9600 OVERHEAD ALLOCATED	.00	.00	152,292.00	152,292.00	.0
TOTAL TRANSFER	.00	.00	187,568.00	187,568.00	.0
TOTAL FUND REVENUE	15,050.07	24,575.45	860,955.00	836,379.55	2.9

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5204 ENGINEERING SERVICES	125.00	125.00	10,000.00	9,875.00	1.3
10-17-5214 PLANNING SERVICES	1,281.75	3,228.53	35,000.00	31,771.47	9.2
10-17-5342 CONFERENCE/SEMINAR/TRAINING	50.00	50.00	.00	( 50.00)	.0
TOTAL PLANNING	1,456.75	3,403.53	45,000.00	41,596.47	7.6
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	2,004.18	3,662.48	20,000.00	16,337.52	18.3
10-18-5020 PAYROLL TAX	90.93	210.32	1,800.00	1,589.68	11.7
10-18-5040 BENEFITS	3.98	7.96	4,000.00	3,992.04	.2
10-18-5060 PERS	73.17	134.82	3,000.00	2,865.18	4.5
10-18-5090 WORKERS COMP	.70	2.09	613.00	610.91	.3
10-18-5120 GAS - OIL	69.76	145.14	1,000.00	854.86	14.5
10-18-5137 SUPPLIES	.00	.00	500.00	500.00	.0
10-18-5217 POLICE SERVICES CONTRACT	16,376.23	32,752.46	198,000.00	165,247.54	16.5
10-18-5302 DUES YCOM	1,949.58	5,698.74	25,000.00	19,301.26	22.8
10-18-5413 TELEPHONE	46.02	92.04	700.00	607.96	13.2
10-18-5504 REPAIRS - MAINTENANCE	.00	420.00	1,750.00	1,330.00	24.0
TOTAL PUBLIC SAFETY	20,614.55	43,126.05	256,363.00	213,236.95	16.8
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	1,550.44	1,550.44	19,000.00	17,449.56	8.2
TOTAL STREET LIGHTS	1,550.44	1,550.44	19,000.00	17,449.56	8.2
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	.00	.00	5,200.00	5,200.00	.0
10-67-5020 PAYROLL TAX	.00	.00	500.00	500.00	.0
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	.00	59.85	.00	( 59.85)	.0
10-67-5320 DUES, LICENSE, PERMITS	68.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	64.24	129.77	850.00	720.23	15.3
10-67-5415 UTILITIES	113.82	218.43	3,000.00	2,781.57	7.3
10-67-5504 REPAIRS - MAINTENANCE	.00	18.99	1,000.00	981.01	1.9
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
TOTAL MUSEUM	246.06	495.04	11,700.00	11,204.96	4.2
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	400.00	1,200.00	800.00	33.3
TOTAL CEMETERY	200.00	400.00	1,300.00	900.00	30.8
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	9,025.36	19,010.02	209,000.00	189,989.98	9.1
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	( 184,991.00)	( 184,991.00)	.0
10-70-5020 PAYROLL TAX	657.72	1,295.96	11,500.00	10,204.04	11.3
10-70-5040 BENEFITS	5,816.16	11,632.32	33,313.00	21,680.68	34.9
10-70-5060 PERS	202.86	415.68	7,314.00	6,898.32	5.7
10-70-5090 WORKERS COMP	418.86	423.45	400.00	( 23.45)	105.9
TOTAL PAYROLL ADMIN	16,120.96	32,777.43	76,536.00	43,758.57	42.8
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	9,496.74	20,802.15	125,000.00	104,197.85	16.6
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	( 214,541.00)	( 214,541.00)	.0
10-71-5020 PAYROLL TAX	529.58	1,043.95	16,321.00	15,277.05	6.4
10-71-5040 BENEFITS	3,705.98	7,411.96	53,058.00	45,646.04	14.0
10-71-5060 PERS	729.39	1,396.79	12,970.00	11,573.21	10.8
10-71-5090 WORKERS COMP	258.88	263.43	7,191.00	6,927.57	3.7
TOTAL PAYROLL PUBLIC WORKS	14,720.57	30,918.28	( 1.00)	( 30,918.28)	30918

CITY OF WILLAMINA  
BALANCE SHEET  
AUGUST 31, 2017

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	139,532.70	
	TOTAL ASSETS		139,532.70
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	29.46	
	TOTAL LIABILITIES		29.46
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	171,393.94	
	REVENUE OVER EXPENDITURES - YTD	( 31,890.70)	
	BALANCE - CURRENT DATE	139,503.24	
	TOTAL FUND EQUITY		139,503.24
	TOTAL LIABILITIES AND EQUITY		139,532.70



CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

		STREET FUND			
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED PCNT
EXPENDITURE					
20-11-5001	PW ALLOCATED PAYROLL	.00	.00	18,353.00	18,353.00 .0
20-11-5002	ADMIN ALLOCATED PAYROLL	.00	.00	15,826.00	15,826.00 .0
20-11-5090	WORKERS COMP	382.50	382.50	2,000.00	1,617.50 19.1
20-11-5120	GAS - OIL	25.76	25.76	1,500.00	1,474.24 1.7
20-11-5137	SUPPLIES	.00	302.35	200.00	( 102.35) 151.2
20-11-5140	UNIFORMS - TOWELS	15.30	57.67	600.00	542.33 9.6
20-11-5204	ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00 .0
20-11-5413	TELEPHONE	34.39	67.35	500.00	432.65 13.5
20-11-5504	REPAIRS - MAINTENANCE	.00	180.00	3,000.00	2,820.00 6.0
20-11-5521	SIDEWALK MAINTENANCE	350.00	350.00	10,000.00	9,650.00 3.5
20-11-5522	STREET MAINTENANCE	.00	40,370.00	40,000.00	( 370.00) 100.9
20-11-5523	TRAFFIC CONTROL	373.74	373.74	2,000.00	1,626.26 18.7
20-11-5600	EQUIPMENT	.00	.00	1,500.00	1,500.00 .0
TOTAL EXPENDITURE		1,181.69	42,109.37	105,479.00	63,369.63 39.9
TRANSFER					
20-90-9610	OVERHEAD ALLOCATION	.00	.00	13,028.00	13,028.00 .0
20-90-9615	PW EXPENSE ALLOCATION	.00	.00	5,193.00	5,193.00 .0
TOTAL TRANSFER		.00	.00	18,221.00	18,221.00 .0
CONTINGENCY					
20-99-9900	CONTINGENCY	.00	.00	110,874.00	110,874.00 .0
TOTAL CONTINGENCY		.00	.00	110,874.00	110,874.00 .0
TOTAL FUND EXPENDITURES		1,181.69	42,109.37	234,574.00	192,464.63 18.0
NET REVENUE OVER EXPENDITURES		9,036.98	( 31,890.70)	.00	31,890.70 .0

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	111,848.00	111,848.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	6,000.00	18,000.00	30,000.00	12,000.00	60.0
TOTAL DEPARTMENT 10	6,000.00	18,000.00	141,848.00	123,848.00	12.7
TOTAL FUND REVENUE	6,000.00	18,000.00	141,848.00	123,848.00	12.7

CITY OF WILLAMINA  
BALANCE SHEET  
AUGUST 31, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	231,175.87	
30-00-1251	UTILITY RECEIVABLE	36,558.11	
30-00-1300	INVENTORY	14,602.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,669,250.00)	
TOTAL ASSETS			1,077,197.98

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	3,789.40	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	12,123.37	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2950	DUE TO FUND 50	185,000.00	
TOTAL LIABILITIES			985,152.30

FUND EQUITY

30-00-3000	FUND BALANCE	95,064.45	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	( 44,253.33)	
REVENUE OVER EXPENDITURES - YTD		41,234.56	
BALANCE - CURRENT DATE		92,045.68	
TOTAL FUND EQUITY			92,045.68
TOTAL LIABILITIES AND EQUITY			1,077,197.98

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	3,396.95	7,280.81	61,053.00	53,772.19	11.9
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	102,754.00	102,754.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	88,601.00	88,601.00	.0
30-11-5020 PAYROLL TAX	297.23	591.99	4,481.00	3,889.01	13.2
30-11-5040 BENEFITS	798.45	1,596.90	9,494.00	7,897.10	16.8
30-11-5060 PERS	514.46	1,006.53	4,613.00	3,606.47	21.8
30-11-5090 WORKERS COMP	1,086.58	1,089.27	5,908.00	4,818.73	18.4
30-11-5105 BAD DEBT	813.97	813.97	.00	( 813.97)	.0
30-11-5108 CHEMICALS	.00	1,348.54	20,000.00	18,651.46	6.7
30-11-5120 GAS - OIL	84.88	279.11	3,000.00	2,720.89	9.3
30-11-5123 MERCHANT FEES	.00	.00	2,200.00	2,200.00	.0
30-11-5126 POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137 SUPPLIES	209.31	254.08	2,400.00	2,145.92	10.6
30-11-5140 UNIFORMS - TOWELS	85.68	468.04	2,000.00	1,531.96	23.4
30-11-5200 CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
30-11-5204 ENGINEERING SERVICES	.00	710.00	10,000.00	9,290.00	7.1
30-11-5230 PRINTING AND PUBLISHING	.00	252.61	.00	( 252.61)	.0
30-11-5250 SYSTEM ANALYSIS	140.00	245.00	6,000.00	5,755.00	4.1
30-11-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	95.00	800.00	705.00	11.9
30-11-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413 TELEPHONE	561.31	1,116.11	7,000.00	5,883.89	15.9
30-11-5415 UTILITIES	2,904.90	6,198.68	52,000.00	45,801.32	11.9
30-11-5504 REPAIRS - MAINTENANCE	250.00	370.16	5,000.00	4,629.84	7.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,697.46	2,323.42	55,000.00	52,676.58	4.2
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	5,200.00	5,200.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600 EQUIPMENT	.00	.00	12,000.00	12,000.00	.0
<b>TOTAL EXPENDITURE</b>	<b>12,841.18</b>	<b>26,040.22</b>	<b>471,504.00</b>	<b>445,463.78</b>	<b>5.5</b>
<hr/>					
30-80-6000 CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	.00	60,000.00	60,000.00	.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	<b>.0</b>
<hr/>					
30-82-8030 WATER PRINCIPAL	.00	.00	18,376.00	18,376.00	.0
30-82-8035 WATER INTEREST	.00	.00	34,436.00	34,436.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>52,812.00</b>	<b>52,812.00</b>	<b>.0</b>

CITY OF WILLAMINA  
BALANCE SHEET  
AUGUST 31, 2017

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	68,642.72	
	TOTAL ASSETS		68,642.72
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	59,150.00	
31-00-3100	FUND BALANCE, RESTRICTED	( 1,595.28)	
	REVENUE OVER EXPENDITURES - YTD	11,088.00	
	BALANCE - CURRENT DATE	68,642.72	
	TOTAL FUND EQUITY		68,642.72
	TOTAL LIABILITIES AND EQUITY		68,642.72

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
 <u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
 <u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL FUND EXPENDITURES	.00	.00	66,338.00	66,338.00	.0
NET REVENUE OVER EXPENDITURES	3,696.00	11,088.00	.00	( 11,088.00)	.0

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	51,434.95	51,365.56	560,000.00	508,634.44	9.2
40-10-4342 NEW CONNECTION FEE	200.00	800.00	1,000.00	200.00	80.0
40-10-4350 RECOVERY BAD DEBT	367.70	505.33	1,500.00	994.67	33.7
 TOTAL DEPARTMENT 10	 52,002.65	 52,670.89	 705,321.00	 652,650.11	 7.5
  TOTAL FUND REVENUE	  52,002.65	  52,670.89	  705,321.00	  652,650.11	  7.5

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	16,800.00	16,800.00	.0
40-90-9241 TRANSFER IN	.00	.00	24,323.00	24,323.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	( 301,759.00)	( 301,759.00)	.0
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	.00	.00	26,132.00	26,132.00	.0
TOTAL TRANSFER	.00	.00	( 49,504.00)	( 49,504.00)	.0
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL FUND EXPENDITURES	12,492.24	22,203.67	753,968.00	731,764.33	2.9
NET REVENUE OVER EXPENDITURES	39,510.41	30,467.22	( 48,647.00)	( 79,114.22)	62.6



CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	11,346.00	11,346.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	5,000.00	15,000.00	20,000.00	5,000.00	75.0
TOTAL DEPARTMENT 10	5,000.00	15,000.00	31,346.00	16,346.00	47.9
TOTAL FUND REVENUE	5,000.00	15,000.00	31,346.00	16,346.00	47.9

CITY OF WILLAMINA  
BALANCE SHEET  
AUGUST 31, 2017

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	272,837.37	
50-00-1930	DUE FROM FUND 30	<u>185,000.00</u>	
	TOTAL ASSETS		<u>457,837.37</u>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	( 40,688.28)	
50-00-3050	FUND BALANCE, RESTRICTED	<u>498,525.65</u>	
	TOTAL FUND EQUITY		<u>457,837.37</u>
	TOTAL LIABILITIES AND EQUITY		<u>457,837.37</u>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2017

		DEBT FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>						
50-90-9992	CLOSE DEBT CASH TO WW	.00	.00	313,526.00	313,526.00	.0
	TOTAL TRANSFER	.00	.00	313,526.00	313,526.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	313,526.00	313,526.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**City of Willamina**  
**Minutes of the 4th Tuesday of the Month Meeting of the City**  
**Council June 19, 2017**  
**6:00 PM**

**Location of**

**Meeting:** West

Valley Fire District  
 825 Northeast Main  
 Street Willamina,  
 Oregon 97396

**Present at Meeting:** Present At

Meeting: Mayor Ila Skyberg  
 Councilor Craig  
 Johnson Councilor  
 Heather Stritzke  
 Councilor Theresa  
 McKnight Councilor  
 April Wooden  
 City Manager Ross  
 Schultz  
 City Recorder Debbie  
 Bernard

**Others Present:**

Michael W. Franell  
 Labor Relations Attorney  
 Nancy J. Boyer  
 Mid-Willamette Valley COG  
 Sean E. O'Day  
 Executive Director  
 Mid-Willamette Valley Council of Government

**Absent from Meeting:**

Councilor Bob Burr  
 Councilor Rita Baller

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on June 19, 2017 at West Valley Fire District by Mayor Ila Skyberg. The flag salute was recited. City Recorder to roll call and a quorum was present.

**I. Approval of Agenda**

June 19, 2017 City Council Special Meeting and Executive Session

The agenda for the meeting was distributed and unanimously approved.

## **II. Review of Previous Minutes**

No minutes presented of the previous meeting.

## **II. Consideration of Open Issues**

### **1. Additions and Corrections**

Mayor Ila Skyberg

Final Edition of the 2017 to 2020 Union Contract

## **IV. Consideration of New Business**

### **1. Consideration of Resolution 16-17-021**

Mayor Ila Skyberg

Consideration of Resolution 16-17-021. A resolution declaring real property to be surplus and authorizing the sale of the property at 220 NW Main St. Willamina.

**MOTION:** Councilor April Wooden moved to approve Resolution 16-17-021 A Resolution Declaring Real Property to be Surplus and Authorizing the Sale of the Property. Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, McKnight, Stritzke and Wooden. Councilor Burr and Baller absent. All in favor

### **2. Executive Session**

Mayor Ila Skyberg

Adjourn to Execution Session

Executive Session – PURSUANT TO ORS 192.660(2), (d) Discussions with Representative Designated to Conduct Labor Negotiations.

Executive Session – PURSUANT TO ORS 192.660(2), (a) To consider the employment of a public officer, employee, staff member or individual agent.

Executive session was closed. Mayor Skyberg returned to regular session.

**MOTION:** Councilor April Wooden moved to approve, City of Willamina Laborers Union Contract JULY 1, 2017 to June 30, 2020. Councilor Heather Stritzke seconded. Motion carried unanimously with Councilors Johnson, McKnight, Stritzke and Wooden. Councilors Burr and Baller absent. All in favor

### **V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on July 11, 2017 at:  
West Valley Fire District  
825 Northeast Main  
Street Willamina,  
Oregon 97396

The agenda for the next meeting is as  
follows: no agenda items

The meeting was adjourned at 7:20 pm by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg\_\_\_\_\_.

**City Of Willamina**  
**Minutes of the Monthly Meeting of the City of Willamina City Council**  
**September 12, 2017**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 Northeast Main Street  
Willamina, Oregon 97396

**Present at Meeting:** Present At The Meeting:

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Craig Johnson  
Councilor Bob Burr  
Councilor Rita Baller  
Councilor Theresa Mcknight  
Councilor April Wooden  
City Manager Kenna West  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Code Enforcement Dave Morey  
Librarian Sara Frost

**Guest:**

Mary Jane Hollinger  
Nick Marrant  
Martin Attebery  
Paul Daliqainte, News Register

**Absent from Meeting:** Councilor Heather Stritzke

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on September 12, 2017 at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Additions to the Agenda  
Mayor Ila Skyberg

September 12, 2017

1. 2018 Special City Allotment Grant Application

**MOTION:** Councilor Wooden moved to approve Resolution 17-18-002 the 2018 Special City Allotment Grant Application. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent and Councilor Baller abstained.

2. Revision of the City of Willamina Personnel Policy to include a donated leave Policy at Section IV. Subsection

**MOTION:** Councilor Johnson moved to approve Resolution 17-18-003 Revision of the City of Willamina Personnel Policy to include a donated leave policy at section IV, Subsection 2G. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Wooden asked if the donation is by choice. The City Manager responded, yes.

3. Oregon Department of Fish and Wildlife Huddleston Pond Angling and Recreation Improvement Grant

City Manager Kenna West explained that the grant was a reimbursement grant. It is almost \$30,000. The City Manager said that the Jeff Brown, Public Works director did a great job on the grant. Mayor Skyberg recognized Jeff for his work on the grant.

By general consensus the Council approved the Oregon department of fish and wildlife Huddleston pond angling and recreation improvement grant Public Input

Mayor Ila Skyberg

Mary Jane Hollinger – Stop Sign

Mary Jane said she lives at 242 SE Lamson. She said there is a stop sign at Lamson that is not paid attention to. She said, “It needs to be prevalent somehow” “there is cats and kids in the neighborhood and old ladies that do not want to get killed.” She beseeched the Council to write a line to stop on the pavement.

The City Manager responded that she would check with the Master Plan regarding Lamson.

3. Consent Agenda

Mayor Ila Skyberg

1. Check Registers July 1 to 31, 2017 (information only)
2. Financials July 2017
3. Minutes from June, 13, 2017 and August 15, 2017 City Council Meeting



**MOTION:** Councilor Burr moved to approve the Consent Agenda Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Burr asked how the City faired at the end of the fiscal 16-17 regarding the budget. Kenna West responded by stating that some line items went over budget and that staff would be meeting with the Cities CPA this week.

4. Regular Agenda  
Mayor Ila Skyberg

4. Consideration of drinking fountain in Garden Spot and Hampton Park (Dr. Gary Brooks, Kenna West, Jeff Brown)

**MOTION:** Councilor Burr moved to approve the Garden Spot and Hampton Park. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Consideration of the installation of storage container and cover at public works facility and use of currently unused city owned storage container (Gary Brooks)

**MOTION:** Councilor Baller moved to accept the installation of storage container and cover at public work and give the blessing to allow Jeff to help. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

6. Consideration for a Rental Agreement between the City of Willamina and Bahadur Singh

**MOTION:** Councilor Burr moved to approve the Rental Agreement between the City of Willamina and Bahadur Singh. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Public Hearing on SDR 17-01  
Mayor Skyberg Opened the Public Hearing

The City Planner read a load the LAND USE PLANNING PUBLIC HEARING PROCEDURES:

**MAYOR:** Good evening, my name is Ila Skyberg. I am the Mayor for the City of Willamina and I will be presiding over the meeting. The public hearing is now open. This is the time and place set for the public hearing in the matter of Annexation, Zone Change and Comprehensive Plan Map Amendment 2016-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. Oregon land use law requires several items to be

read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

**PLANNER:** The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [ORS 197.763(5)(a)] The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[ Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments and evidence must be directed toward the criteria or other criteria in the plan or land use regulation which you believe to apply to the decision. [197.763(5)(b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue. [197.763(5)(c)]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in circuit court. [197.796(3)(b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The Commission or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763(6)(a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

**MAYOR:** Questions for the audience: Are there objections to the notice that was sent in this case? Are there objections to the jurisdiction of the Commission to hear and decide this case?

**MAYOR:** Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

**MAYOR:** We are now ready for the staff report.

7. Consideration of the Appeal - Appeal - Site Plan Review (SDR 17-01). Nicholas Patrick Marrant

September 12, 2017

Planner Lisa Bronson read the staff report in its entirety.

Nick Marrant spoke in favor. Nick stated his address 7535 Sawtel Rd, Sheridan, Oregon 97372. Nick responded and explained that the extension for the surfacing would give him time to work with his investors. Also, holding off on the surfacing would allow him to get the processing and wholesale portion of the business started.

Councilor Burr then had a question for Marty as he heard as of to-date that Storage Units were going in on that property and said he was a bit confused and could he explain.

Marty responded. Marty Attebery stated 902 NW Main, Willamina. He explained that Nick applied for a site review back in June for a retail, nursery, and processing which was approved with conditions. Nick and he have not come to terms with money crossing his hand said Marty.

In a separate case Gary Brooks and he in August were approved by the planning commission on the second tax lot to start a storage business. He further explained that the storage units would go on the second tax lot. He added that he has permits from the County for 2 culverts on the second tax lot.

Councilor Burr asked if the property was going to lend itself to both business operations.

Marty responded no. If Nick comes thru with money he will help him in any way he can. Marty said he is doing an "if and maybe". If not, he plans to go forward with the Storage Unit business. Marty said his primary modification is to raise funds.

Councilor Baller asked if you do storage are you using the same driveway. Marty responded that there would be two driveways.

Councilor wooden asked if he and Nick reached an agreement would nick use both lots. Marty responded. Nick would use both lots.

Bob said he likes letter D and would like to wait to see if the property is sold.

Lisa Bronson noted that if you were to continue it would have to be to date and time certain.

Councilor Baller noted that the Council required Chris Scholten to pave his property and wonder if Nick could contact him to piggyback his paving project.

Councilor Wooden asked Lisa if Nick would have to return to Council. Lisa responded. No as he would have to apply for a certificate of occupancy.

Mayor Skyberg asked for a motion.

**MOTION:** Councilor Wooden moved to approve the Appeal under letter “C”. Motion to amend the Planning Commission’s decision imposing Conditions of Approval eight (8) and nine (9) and allow for an extension of time (until prior to the opening of the retail business) to complete the required paving and storm drainage improvements, as requested by the Applicant in this Appeal. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Baller asked if there was a time limit. Lisa Bronson said there is no time limit other than it is tied to the opening of the retail which gives the applicant flexibility to getting his business going.

8. Consideration to Appoint Special Committee to update the Willamina Development

**MOTION:** Councilor Wooden moved to approve allowing the City Manager to appoint a special committee to update the Willamina Development Code. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

9. Council to consider 3 applications for the vacant seats on the Library Board

**MOTION:** Councilor Baller moved to support the Mayor appointments. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Mayor Skyberg said it is her duty to appoint. She said that she spoke with Sara in the afternoon and Sara responded that everyone that applied was wonderful. Mayor Skyberg then appointed Susan Vanderhoof to Vacancy seat #3, Sheryl Hansen to Vacancy seat #4 and Barbara Leavens to assist the Mayor with fund raising for the library.

10. Council to consider new check signers with US Bank

**MOTION:** Councilor Wooden moved to approve resolution 17-18-001 for Council to establish new check signers at US bank in the Matter of Authorizing access to information and authority transfers between accounts and to direct deposits for Payroll at the US Bank; Modifying Signature Authority, & Access to Safe Deposit Box. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Business Carried Forward

Mayor Ila Skyberg

11. The Old Department Store and Old City Shops

The City Recorder Debbie Bernard gave an update on the Old Department stores. She said the City received one sealed bid to date and anticipated several others to come thru closing to the deadline on September 25, 2017.

Councilor Burr completed the City on the Planning Permit form. He said it looked simplified for the City. Debbie responded that each month going forward she would provide new information on planning and development. Next month there would be a question and answer flyer.

Mayors Reports

Mayor thank everyone that made August 21, 2017 eventful. Mayor Skyberg acknowledged and thanked West Valley Fire, Law Enforcement, the Chamber of Commerce, Public Works Superintendent Jeff Brown, Sara Frost Library Manager and Shirley Fitzgerald for all their help and work during the eclipse.

Mayor Skyberg handed out a flyer on the Diaper Drive awareness need. She explained the Diaper drive is going on and it is supported by the Civic Center which is open 10 to 12 and acknowledge support for the drive.

6. Council Liaison Report

Mayor Ila Skyberg

12. Chamber Liaison (Mayor Skyberg)

Mayor Skyberg asked Councilor Wooden to update the Council as she also has attended the Chamber. Councilor Wooden reported on the Eclipse August 21, 2017. April said it went very well and talked about the many visitors to Willamina for the event. There was a banner for visitors from outside the area to sign. She added that the Chamber is also working on the drinking fountains that were just approved.

13. YCOM Board (Councilor Baller)

Councilor Baller said there next meeting is this Thursday. She would have more to say later.

14. Yamhill County Housing Authority Board Member (Councilor Stritzke)

No report. Councilor Stritzke was absent.

15. Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported that the Board is doing well. The Board is working towards a 20 year plan.

REPORTS FROM/CITY OFFICERS



16. City Recorder Report

Debbie responded. She again spoke to the Planning and Development Flyer. She added that she has been working on destruction of documents. She said we are destroying 70 boxes. The process is in the form of a request by the City Manager, and reviewed by the City Recorder and then signed off at destruction. She explained the documents were very old. She was keeping documents she found from the elections of 1926. She also noted that she would be keeping all HR documents that are required to keep for 75 years. Most of the boxes were utility billing registers and receipts; in addition to general ledgers that were 20 years old. She concluded that there is a process in place.

17. Sheriff's Report

Sargent Whitlow reported that Derek Trombla is assigned to Willamina with a new schedule. His new schedule will allow him to attend City Council meetings. He said Bridge the Gap is this weekend and West Valley Fire will attend with displays', Oregon State Police and Yamhill County Deputies and the Chamber would be giving away two new bikes. He asked everyone to spread the word.

18. Report from Public Works

Jeff said that he would be blocking off the parking lot for bridge the gap similar to what he did last year. He would also set out a port-a-potty for the event. Jeff said he is replacing the screens at the intake; new screens should help with blocking up in the winter time. Jeff reported that the City received the Grant for the Fish Pond. He said he received a price from the cities engineer for the cost to put in the screen strainer at the intake for \$39,000. Kenna added that there is a line item so we can move forward.

19. Librarian Report attached

Sara reported on her summer reading statistics. She was specifically impressed with her young readers. She reported that she had a total of 500 people attend different programs. August was impressive with the many visitors of 1000 people who walked thru the door. Also, the big priority with Volunteers is the cleanup report on the massive inventory; along with working on the state statistical report. She also reported that she received a call yesterday from Oregon Community Foundation from their donor council she has been nominated to receive a \$600 grant. She received the application for that and noted that there is people advocating the library. She also has invited a theater company from Portland to do a play for the community.

**IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on October 3, 2017 at:  
West Valley Fire  
825 Northeast Main Street  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
Online Northwest Update

The meeting was adjourned at 6:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard\_\_\_\_\_

Minutes approved by: Mayor Ila Skyberg\_\_\_\_\_

**City of Willamina Special & Executive Session  
Minutes of the Monthly Meeting  
September 27, 2017  
6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Bob Burr  
Councilor Heather Stritzke  
Councilor April Wooden  
Councilor Theresa McKnight  
Councilor Craig Johnson  
City Manager Kenna West  
City Recorder Debbie Bernard  
Guest:  
Herbert Swett News Bulletin

The regular meeting of the City of Willamina City Council Special & Executive Session was called to order at 6:00 PM on September 27, 2017 at West Valley Fire by Mayor Ila Skyberg. The flag salute was led by Mayor Skyberg. City Recorder Debbie Bernard took the roll call and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

There were no minutes of the previous meeting presented.

**III. Consideration of Open Issues**

1. Open Into Special City Council Session

Mayor Ila Skyberg

Mayor Skyberg opened the Special City Council Session then closed the session.

Mayor Skyberg opened the Executive Session pursuant to ORS 192.660(2e). Mayor Skyberg read the script to open the executive session:



## **SCRIPT FOR OPENING EXECUTIVE SESSION**

AT THIS TIME, PURSUANT TO ORS 192.660(2),e) To conduct deliberations with person designated by the governing body to negotiate real property transaction.

ONLY CITY COUNCIL MEMBERS, CITY RECORDER, PUBLIC WORKS DIRECTOR, AND REPRESENTATIVES OF THE MEDIA MAY ATTEND THE SESSION. ALL OTHERS ARE ASKED TO LEAVE THE COUNCIL CHAMBERS AT THIS TIME.

REPRESENTATIVES OF THE MEDIA ARE REMINDED THAT THEY MAY NOT DISCLOSE ANY INFORMATION DISCUSSED OR PRESENTED DURING THE EXECUTIVE SESSION

Mayor Skyberg closed the executive session.

### **2. Return To Special City Council Session**

Mayor Ila Skyberg

Mayor Skyberg returned to Special City Council Session.

**MOTION:** Council Wooden moved to award the RFP to #3 Brian O'Neil Construction. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

**MOTION:** Councilor Baller motioned to have staff continue to with CBRE Dollar General to find another location. Councilor Johnson seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

**MOTION:** Councilor Stritzke moved to adjourn. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

## **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on October 10, 2017 at:  
City Of Willamina City Council  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
Notice of Award Public Hearing

The meeting was adjourned at 6:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard \_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg \_\_\_\_\_.

# Regular Agenda

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF OCTOBER 10, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: APPROVAL OF RESOLUTION 17-18-004 AUTHORIZING THE  
ESTABLISHMENT OF THE HEALTH REIMBURSEMENT/VOLUNTARY  
EMPLOYEES' BENEFICIARY ASSOCIATION PLAN**

**ISSUE**

Shall City Council approve Resolution 1718004 authorizing the establishment of the Health Reimbursement/Voluntary Employees' Beneficiary Association Plan?

**RECOMMENDATION:**

Approve Resolution 1718004 authorizing the establishment of the Health Reimbursement/Voluntary Employees' Beneficiary Association Plan.

**SUMMARY AND BACKGROUND**

The City of Willamina entered into a Collective Bargaining Agreement with the Oregon & Southern Idaho District Council of Laborers, Laborers International Union of North America, and Local #737 Laborers, of the Laborers International Union of North America, AFL-CIO on July 11, 2017 (hereinafter CBA).

As a part of that agreement, the City agreed to contribute to a wage offset for eligible employees into a Health Reimbursement/Voluntary Employees' Beneficiary Association Plan (hereinafter HRA-VEBA) beginning November 1, 2017.

The Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest offers and will administer the City of Willamina HRA-VEBA in accordance with the HRA VEBA Employer Adoption Agreement (hereinafter Adoption Agreement), attached hereto as Exhibit B.

Approval of Resolution 1718004 will authorize the Trust to proceed to set up the City of Willamina HRA-VEBA and authorizes the City Manager to execute documents and establish procedures consistent with the HRA-VEBA and Adoption Agreement.

**FACTS AND FINDINGS**

1. The City of Willamina entered into a CBA which requires the City contribute to a wage offset for eligible employees into a HRA-VEBA beginning November 1, 2017.
2. Pursuant to the attached Resolution, the Trust shall proceed to set up the City of Willamina HRA-VEBA and the City Manager shall have the authority to execute documents and establish procedures consistent with the HRA-VEBA and Adoption Agreement.

3. **Proposed Motion:** *I move to approve Resolution 1718004 authorizing the establishment of the Health Reimbursement/Voluntary Employees Beneficiary Plan.*

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Kenna L. West, City Manager

Attachments:

- A. Resolution 1718004 authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association Plan
- B. HRA VEBA Employer Adoption Agreement

**A RESOLUTION 17-18-004 AUTHORIZING THE ESTABLISHMENT  
OF THE HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY EMPLOYEES'  
BENEFICIARY ASSOCIATION ("HRA VEBA") PLANS**

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and will administer two HRA VEBA plans (collectively the "Plans") as amended and restated: the **Standard HRA Plan**, which shall be integrated with the Employer's or another qualified group health plan and which shall accept Employer contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the **Post-separation HRA Plan**, which shall accept contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires.

WHEREAS, City of Willamina ("Employer") has determined that it is in the best interest of the Employer and its eligible employees to establish the Plans, which provide tax-free, defined contribution accounts for eligible employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the eligible employees and their qualified dependents; and

WHEREAS, the Employer desires to establish the Plans for its employees; and

WHEREAS, the Employer desires to use the services of the Trust to administer such Plans; and

WHEREAS, the Plans will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

NOW, THEREFORE, the City of Willamina City Council hereby resolves as follows:

Section 1. Effective, November 1, 2017 the Employer hereby elects to participate in the Plans and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies or collective bargaining agreements.

Section 2. The Plans will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies and collective bargaining agreements.

Section 3. The City Manager is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer policies and collective bargaining agreements necessary to effect the adoption and administration of the Plans.

ADOPTED this 10 day of October, 2017.

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Mayor Ila Skyberg

ATTEST

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City Recorder Debbie Bernard

**HRA VEBA  
EMPLOYER ADOPTION AGREEMENT**

**VEBA TRUST FOR PUBLIC EMPLOYEES IN THE NORTHWEST**

Provisions:

1. **Participation.** [check one only]

- (a) ☒ **New Employer.** Employer is a newly-adopting Employer, with a plan effective date of November 1, 2017 [enter intended plan effective date]. This Employer Adoption Agreement may be amended only in writing as executed by authorized officers of all parties hereto.

or

- (b) ☐ **Renewing Employer.** Employer is a currently-participating Employer and wants to renew and ratify or amend its participation in the Plan and the Trust (as defined below). This Employer Adoption Agreement supersedes all prior Employer Adoption Agreements, if any, and may be amended only in writing as executed by authorized officers of all parties hereto.

2. **Formal Authorization of Employer.** The Employer, by formal action of its governing body or other authorized action, has formally established an employee benefit plan or arrangement pursuant to which it desires to make one or more contributions to the following health reimbursement arrangement ("HRA") plans or plan versions (as each may be amended, restated, supplemented, or offered under one or more alternative plan document versions from time to time and referred to herein individually or collectively, as applicable, as the "Plan" or the "HRA VEBA Plan") offered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest (as the same may be amended or restated from time to time, the "Trust"), including, without limitation, the following Plan versions:

- (a) VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION STANDARD HEALTH CARE REIMBURSEMENT PLAN FOR PUBLIC EMPLOYEES IN THE NORTHWEST (also referred to as the "HRA VEBA Standard HRA Plan"), which is designed to be exempt from the annual limits restrictions under the Public Health and Safety Act ("PHSA 2711"), as amended by the Patient Protection, Affordability, and Care Act of 2012 ("PPACA"), based upon integration with another group health plan in accordance with PHSA 2711 and applicable PPACA regulatory guidance. The HRA VEBA Standard HRA Plan may accept only contributions made on behalf of Participants who are enrolled in the Employer's group health plan or another group health plan that provides minimum value, as defined by applicable PPACA regulatory guidance (a "Qualified Group Health Plan")<sup>1</sup>

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<sup>1</sup> For a description of the types of plans that can be considered to be Qualified Group Health Plans, refer to "What is a Qualified Group Health Plan?" enclosed herewith or available online at [www.hraveba.org](http://www.hraveba.org).

**Employer Adoption Agreement—continued**

- (b) **VOLUNTARY EMPLOYEES' BENEFICIARY ASSOCIATION POST-SEPARATION HEALTH CARE REIMBURSEMENT PLAN FOR PUBLIC EMPLOYEES IN THE NORTHWEST** (also referred to as the "HRA VEBA Post-separation HRA Plan"), for which payment or reimbursement of benefits are available only after an eligible Participant has retired from employment or otherwise separated from service with his or her Employer. The HRA VEBA Post-separation HRA Plan may accept contributions on behalf of all Participants, including Participants who are not enrolled in a Qualified Group Health Plan, as directed by the Employer pursuant to (i) this Employer Adoption Agreement, (ii) a Plan Design Change Form, (iii) contribution reports for the Post-separation HRA Plan submitted with Participant contributions, or (iv) other written instructions from the Employer. **Contributions on behalf of Participants who are not enrolled in a Qualified Group Health Plan at the time the contribution is earned or credited on the Employer's records must be submitted by the Employer into the Post-separation HRA Plan and included only in the Employer's contribution report for the Post-separation HRA Plan.**

Through this Employer Adoption Agreement the Employer applies for participation in the Plan and the Trust, to be effective with respect to any Plan only when both of the following have occurred with respect to such Plan: (i) the Trust has accepted this Employer Adoption Agreement and (ii) the Employer has made a contribution or transfer into the Plan on behalf of one or more Participants. With respect to each Plan, the Employer shall be considered to be a sponsor of such Plan and the party responsible for administering the Plan with respect to the eligibility and contributions for its individual Employees and shall have adopted and become subject to the provisions of such Plan and the Trust only upon acceptance by the Trust and the funding by the Employer of any contributions or transfer of assets into such Plan. The Employer acknowledges that it understands and agrees that: (a) neither the Plan, the Trust, nor the Plan/Trust's auditor performs audit work or otherwise examines to assure that any contribution from the Employer to the Trust is in accordance with the Employer's plan or arrangement and that this determination is the sole responsibility of the Employer; and (b) in the event the Employer's plan or arrangement for contributions is determined by the IRS to be discriminatory in favor of highly compensated individuals or to permit individual Employee elections and thereby results in taxable income to affected Employees or results in disqualification of the Plan or Trust, the Employer shall hold harmless and indemnify each Plan, Trust, and their agents for liability which may result therefrom.

3. **HRA VEBA Standard HRA Plan - Plan Design Selections.** Pursuant to collective bargaining agreements, other written agreements, or Employer benefits policies, whichever is applicable, the Employer hereby elects the following options under the Plan:

- (a) **Participant Accounts.** [check one only, unless Employer is establishing more than one type of Participant Account;<sup>1</sup> if no option is selected, the default election will be 3(a)(i) – In-service and post-separation coverage; 100% vested]

<sup>1</sup> In almost all cases employer will select only one participant account option. However, more than one option may be selected if employer wants to (1) establish more than one type of participant account per employee or (2) establish different types of participant accounts across multiple employee groups. Example 1—Employer wants to establish two types of participant accounts per employee within the Standard HRA Plan: one that permits in-service and post-separation benefits and is 100% vested, and one that permits post-separation benefits only subject to vesting. Example 2—Employer wants to establish different types of participant accounts for certain employee groups. For Employee Group A, employer wants to establish participant accounts that are subject to vesting. For Employee Group B, employer wants to establish participant accounts that are 100% vested. If employer selects more than one participant account option, language must be attached that clearly describes, by employee group, which type(s) of participant account(s) are to be established for each eligible participant.

**Employer Adoption Agreement—continued**

Commencement of Benefits shall be as directed below by Employer or, for Employees whose assets have been transferred by Employer from a prior plan, Employer may additionally direct in writing that the commencement of Benefits shall coincide with the Employee's benefits eligibility date under the prior plan, provided the Employee becomes a Participant as defined by the Plan.

The Employer's intention may be to make all contributions to the HRA VEBA Standard HRA Plan. Nevertheless, the Employer may have Employees from time to time who do not meet the integration requirements under the terms of the Standard HRA Plan. The Employer should direct contributions for such Employees to the Post-separation HRA Plan. A default Post-separation HRA Plan Participant account will be automatically established by the Plan to accommodate contributions on behalf of any Employees who do not meet the Standard HRA Plan's integration requirements from time to time. This may result in some eligible Employees within the same group receiving contributions into the Standard HRA Plan and other eligible Employees receiving contributions into the Post-separation HRA Plan.

- (i) ☒ In-service and post-separation coverage: 100% vested. Participants shall immediately be eligible to file claims for qualified expenses and premiums incurred any time after a Participant Account is established with respect to such Employee.

or

- (ii) ☐ Post-separation coverage only: 100% vested. Participants shall be eligible to file claims for qualified expenses and premiums incurred after separation from service. Employer must notify the Plan of such Employees' separation dates. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's customer care center.

or

- (iii) ☐ In-service and post-separation coverage: subject to vesting. Participants shall be eligible to file claims for qualified expenses and premiums incurred while in-service and post-separation after having met any vesting requirements. Employer must notify the Plan of such Employees' claims eligibility dates, separation dates, and/or vested account percentages. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's customer care center.

or

- (iv) ☐ Post-separation coverage only: subject to vesting. Participants shall be eligible to file claims for qualified expenses and premiums incurred post-separation and after having met any vesting requirements. Employer must notify the Plan of such Employees' separation dates and vested account percentages.



**Employer Adoption Agreement—continued**

Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's customer care center.

4. **HRA VEBA Post-separation HRA Plan – Plan Design Selections.** Pursuant to collective bargaining agreements, other written agreements, or Employer benefits policies, whichever is applicable, the Employer hereby elects the following options under the Plan:

- (a) **Participant Accounts.** [check one only, unless Employer is establishing more than one type of Participant Account;<sup>(1)</sup> if no option is selected, the default election will be 4(a)(i) – **Post-separation coverage; 100% vested**]

Commencement of Benefits shall be as directed below by Employer or, for Employees whose assets have been transferred by Employer from a prior plan, Employer may additionally direct in writing that the commencement of Benefits shall coincide with the Employee's benefits eligibility date under the prior plan, provided the Employee becomes a Participant as defined by the Plan.

- (i) ☒ **Post-separation coverage: 100% vested.** Participants shall be eligible to file claims for qualified expenses and premiums incurred after separation from service. Employer must notify the Plan of such Employees' separation dates. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's customer care center.

or

- (ii) ☐ **Post-separation coverage: subject to vesting.** Participants shall be eligible to file claims for qualified expenses and premiums incurred post-separation and after having met any vesting requirements. Employer must notify the Plan of such Employees' separation dates and vested account percentages. Notification can be provided via the Employer's online employer portal (preferred method) or by submitting a Participant Status Change form. Forms are available after logging in online or can be requested from the HRA VEBA Plan's customer care center.

5. **Forfeitures.** In the event any funds within a Participant Account are forfeited in accordance with the terms of the Plan documents, such forfeited funds will be transferred to a temporary suspense account held within the Trust on behalf of the deceased or forfeiting Participant's Employer to be re-contributed as future contributions or otherwise applied for the benefit of all Participants of the Employer within the Trust, as directed by the Employer, but in all cases subject to applicable law, the terms of the Plan document, and the rules, policies and procedures established by the Administrator.

**Employer Adoption Agreement--continued**

6. **Employer Account.** [check one only]

An Employer Account can be used to hold assets to offset other post-employment benefits, such as OPEB liabilities as defined by Governmental Accounting Standards Board Statement No. 75 (GASB 75) accounting rules. An Employer Account is not required in order to receive forfeitures as described in paragraph 5. All forfeitures will be deposited into a temporary suspense account but may be subsequently transferred from the temporary suspense account into an Employer Account at the direction of the Employer.

(a) ☒ Employer is not establishing any Employer Account.<sup>1</sup>

or

(b) ☐ Employer is establishing one or more Employer Accounts.

7. **Compliance Certification.** The Employer acknowledges that the qualification of the HRA VEBA Standard HRA Plan as an integrated HRA Plan depends in part upon the Employer's compliance with the contribution restrictions under the Standard HRA Plan and described in paragraph 2(a) above. The Employer hereby agrees to comply with these requirements and, upon request (but not more frequently than annually), to execute and deliver to the Trust a certificate substantially in the form of Exhibit A hereto, as the same may be revised from time to time as required by law in order to maintain the qualification of the HRA VEBA Standard Plan as an integrated HRA Plan.

[The remainder of this page is intentionally left blank]

<sup>1</sup> Most employers do not establish an employer account unless they want to deposit unallocated funds to offset OPEBs under GASB 75. An employer account can be added later if needed.

**Employer Adoption Agreement—continued**

IN WITNESS WHEREOF, the Employer has approved this Employer Adoption Agreement, as evidenced by the signature below of its authorized officer, to be effective when accepted by signature below on behalf of HRA VEBA Trust.

Employer  
Name: City of Willamette

By: [Signature] Kenna L West  
Authorized signature Printed name

City manager 8/28/2017  
Title Date

**Accepted by HRA VEBA Trust:**

Gallagher VEBA, a Division of Gallagher Benefit Services, Inc. on behalf of the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest.

By: Authorized HRA VEBA Plan Representative

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF OCTOBER 10, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: CREATION OF A NEW POSITION OF BILLING & OFFICE SPECIALIST III  
AND ALLOCATION TO THE CLASS DELINEATED AS OFFICE  
COORDINATOR**

**ISSUE**

Shall City Council approve the creation of a new position of Billing & Office Specialist III and allocate that position to the class delineated as Office Coordinator?

**RECOMMENDATION:**

Approve the creation of a Billing and Office Specialist III position and allocate the position to the class delineated as Office Coordinator.

**SUMMARY AND BACKGROUND**

The City of Willamina Personnel Policy at Section V §3 requires that prior to the creation of any new position that the City Council review any such request and, if approved, allocate that position to an existing class.

City Hall has employed for the past five months, via a temporary agency, an office specialist to fulfill the duties outlined in the attached Billing and Office Specialist III Classification Description marked as Exhibit A. This position fills a much needed role at the City including providing highly technical assistance to the Accounting Manager on the monthly utility billing, acting as Deputy Court Clerk with a focus on collections, and creation of needed processes and procedures for code compliance activities among other responsibilities. Due to a lack of efficient personnel hours, collections of court fees and fines has declined significantly over the past few years. In a recent review of court ordered fines, it was found that a high percentage have remained unpaid and no collection action taken. With the aid of the current temporary employee, the City has moved forward with collection action on over \$6,000 worth of unpaid court fees in only 16 files.

In addition to those duties outlined above, this position gives City Hall a depth in coverage that is necessary to its continued efficiency. Many responsibilities, like the collection of fines, have been deferred due to limited efficient personnel hours. With this additional employee to assist in responsibilities such as the creation of meeting minutes, coordination of meetings, creation and maintenance of files, receipt of payments, and creation of pertinent spreadsheets, City Hall can work at the higher efficiency rate we have seen since the addition of this temporary position. In addition, this position fills the very important role of back-up to other positions giving the City a depth of knowledge it has needed for some time. This position will act as back-up to the Recorder in her recording and planning duties which allows for the continuity of the City during the Recorder's absence. In addition, this position fills a back-up role to the current Office Specialist II which allows that position to back-up the Library Manager on an as-needed basis.

With the growing patronage at the City Library and very limited staff, this back-up is much needed.

Further, this position is tasked with high level information technology responsibilities resulting in a reduced need to outsource those responsibilities to a contract vendor.

Finally, if this position is approved, the position will be provided greater access as a city employee (rather than a temporary employee) to the City's financial transactions. This will add another layer to our continued checks and balances and accounting redundancies which are a considered factor in the auditing process.

A cost analysis was performed on an annualized basis and is attached hereto as Exhibit B. There is an annual difference of \$12,920.39 between the temporary payment and payment at a full-time employment status. This amount can be addressed in the fiscal year 2018-2019 budget. This position, however, was not considered in the current fiscal year 2017-2018 budget. At Step 1 of the 2017 Salary Scale (attached hereto as Exhibit C), the payroll and benefits for this position result in an increase of \$39,605.60 for the FY 2017-2018 budget. The City has had a savings in payroll expense of \$18,500.00 resulting in an increase of only \$19,455.60 for this fiscal year. With the savings in contract services from both the information technology vendor and the temporary agency vendor we expect this to balance out for this fiscal year. Further, with the increased efficiencies, including updated and continued collection action, it is hoped that the increase in revenue from this position's activities will offset the position requirements to a further extent.

#### **FACTS AND FINDINGS**

1. City Hall has employed temporary personnel for the past five months to perform duties which are imperative to the efficient functioning of the City.
2. The creation of a position of Billing and Office Specialist III will allow City Hall to function at peak efficiency including updated and continued collection efforts.
3. This position was not budgeted for FY 2017-18; however, there has been a savings in payroll expense to offset a portion of this position's requirements, in addition to expected savings in contracted services (both information technology and temporary agency), and an expected increase in revenue from this position's collection activities, the City expects a balancing offset to the cost of this position.
4. Section V §3 of the Personnel Policy provides for creation of a new position upon approval by the City Council after review of a detailed description of duties and responsibilities and minimum entrance qualifications.
5. Section V §3 of the Personnel Policy allows the City Council to allocate the position to an existing class. An appropriate existing class would be that of Office Coordinator as the duties are significantly similar to those of Billing and Office Specialist III. Attached as Exhibit D is the Classification Description for Office Coordinator.

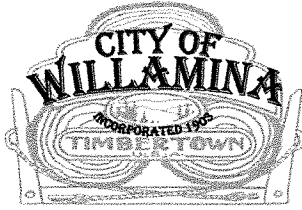
6. **Proposed Motion:** *I move to approve the creation of the position of Billing and Office Specialist III and allocate the position to the class delineated as Office Coordinator.*

---

Kenna L. West, City Manager

Attachments:

- A. Billing and Office Specialist III Class Description
- B. Cost Analysis
- C. 2017 Salary Scale
- D. Office Coordinator Class Description



## **CITY OF WILLAMINA Classification Description**

**Job Title:** Billing & Office Specialist III  
**Salary Range:** \$17.02 - \$19.17 per hour  
**Department:** City Hall  
**Reports to:** City Manager  
**FLSA Status:** Full Time, Non-Exempt  
**Union Status:** Represented

**SUMMARY:** Performs a variety of advanced administrative support functions of considerable complexity or of a sensitive nature. Performs extensive computer input using a variety of software programs.

**SUPERVISION:** Supervision of other employees is not a normal responsibility of this position. May exercise limited direction over clerical employees or volunteers engaged in a variety of clerical tasks upon direction of supervisor. Independence of action is required.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- ❖ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- ❖ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ❖ Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- ❖ Professionalism - Reacts well under pressure.
- ❖ Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- ❖ Composes, types, edits and proofreads a variety of documents including letters, minutes, reports, agendas etc.

- ❖ Coordinates with public officials, the general public and City staff members on department activities, meetings, etc. Relays agency rules, regulations, functions, procedures and guidelines. Refers public or officials to appropriate professional staff member for explanation or interpretation of codes or regulations.
- ❖ Creates and maintains departmental files. Performs research projects and compiles and analyzes data for inclusion in reports or other work product.
- ❖ Assists Accounting Manager in the monthly preparation and mailing of billing statements.
- ❖ Receives fees or payments, prepares and ensures accuracy of cash receipts, check requests, petty cash and purchase orders. May assist in the preparation of departmental budget and five year plan. May track departmental revenue and expenditures.
- ❖ Acts as back-up to Recorder in the preparation for City committee meetings including preparation of agenda and packet material, attendance at meetings, and transcription of minutes on a computer as required.
- ❖ Acts as back-up to Recorder in planning and development including provision of information to the general public for timely completion of planning and development requests and building permit requests.
- ❖ Acts as back-up to Recorder to serve as Planning Commission Secretary, working closely with the Contract City Planner to prepare agendas and packet materials for the Commission. Attends meetings and transcribes minutes on a computer as required.
- ❖ Serves as Deputy Court Clerk for the Municipal Court, maintains court records and dockets, and completes collection and enforcement activities as it relates to fines and penalties assessed by the Judge. Serves as Violations Bureau Clerk within the parameters set forth in the order of the Municipal Judge.
- ❖ Extensively operates a personal computer requiring knowledge of a variety of software programs including word processing, spreadsheet, and database programs. May assist in the development and maintenance of the department web site.
- ❖ Schedules or coordinates meetings, seminars, conferences, programs, facility reservations and travel arrangements.
- ❖ Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
- ❖ Greets scheduled visitors and conducts to appropriate area or person.
- ❖ Operates various standard office equipment, such as typewriters, adding machines, dictation equipment, personal computers, etc.



- ❖ Acts as back-up to Office Specialist II in the ordering and maintenance of supplies, and arranges for equipment maintenance.
- ❖ Acts as back-up to Office Specialist II to cover the City's central reception desk, operating the main switchboard and greeting and directing visitors to appropriate City departments.
- ❖ May be cross-trained to further back-up other staff as necessary.
- ❖ May perform other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Computer Skills:** Thorough knowledge of word processing, database, order processing, and spreadsheet software programs. Ability to navigate the Internet.

**Other Skills and Abilities:** Independence of action is stressed. Assignments may be general in nature requiring the ability to independently plan and prioritize work processes. Thorough knowledge of standard office procedures, business English, spelling and grammar. Ability to accurately take and transcribe meeting minutes using a laptop computer or handwritten notes. Ability to compose correspondence in an effective style and business form. Ability to type rapidly and accurately from rough drafts and dictating equipment. Ability to operate standard office equipment including personal computer, calculator, multi-line telephones, etc. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish and maintain effective working relationships with other employees.

**EDUCATION and/or EXPERIENCE:** Minimum of three years of experience in office work, including secretarial/administrative experience of a progressively responsible nature. High school diploma or general education degree (GED) including specific training in office practices and general clerical skills. May require specific experience or training in specialized field. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

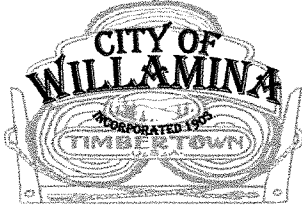
The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

*Z:HR/POSITION DESCRIPTIONS/CITY HALL/BILLING and OFFICE SPECIALIST III*



[illegible]



## **CITY OF WILLAMINA Classification Description**

**Job Title:** Office Coordinator  
**Salary Range:** \$17.02 - \$19.17 per hour  
**Department:** City Hall  
**Reports to:** City Manager  
**FLSA Status:** Full Time, Non-Exempt  
**Union Status:** Represented

**SUMMARY:** Performs a variety of advanced administrative support functions of considerable complexity or of a sensitive nature. Performs extensive computer input using a variety of software programs.

**SUPERVISION:** Supervision of other employees is not a normal responsibility of this position. May exercise limited direction over clerical employees or volunteers engaged in a variety of clerical tasks upon direction of supervisor. Independence of action is required.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- ❖ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.
- ❖ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ❖ Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- ❖ Professionalism - Reacts well under pressure.
- ❖ Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- ❖ Composes, types, edits and proofreads a variety of documents including letters, minutes, reports, agendas etc.

- ❖ Coordinates with public officials, the general public and City staff members on department activities, meetings, etc. Relays agency rules, regulations, functions, procedures and guidelines. Refers public or officials to appropriate professional staff member for explanation or interpretation of codes or regulations.
- ❖ Creates and maintains departmental files. Performs research projects and compiles and analyzes data for inclusion in reports or other work product.
- ❖ Receives fees or payments, prepares and ensures accuracy of cash receipts, check requests, petty cash and purchase orders. May assist in the preparation of departmental budget and five year plan. May track departmental revenue and expenditures.
- ❖ Prepares for City committee meetings including preparation of agenda and packet material, attendance at meetings, and transcription of minutes on a computer as required.
- ❖ Provides information to the general public for timely completion of planning and development requests and building permit requests.
- ❖ Serves as Planning Commission Secretary, working closely with the Contract City Planner to prepare agendas and packet materials for the Commission. Attends meetings and transcribes minutes on a computer as required.
- ❖ Serves as Court Clerk for the Municipal Court, maintains court records and dockets, and completes collection and enforcement activities as it relates to fines and penalties assessed by the Judge. Serves as Violations Bureau Clerk within the parameters set forth in the order of the Municipal Judge.
- ❖ Extensively operates a personal computer requiring knowledge of a variety of software programs including word processing, spreadsheet, and database programs. May assist in the development and maintenance of the department web site.
- ❖ Performs timekeeping responsibilities for department staff including monitoring or accuracy and data input.
- ❖ Schedules or coordinates meetings, seminars, conferences, programs, facility reservations and travel arrangements.
- ❖ Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
- ❖ Greets scheduled visitors and conducts to appropriate area or person.
- ❖ Operates various standard office equipment, such as typewriters, adding machines, dictation equipment, personal computers, etc.
- ❖ Orders and maintains supplies, and arranges for equipment maintenance.

- ❖ Covers the City's central reception desk, operating the main switchboard and greeting and directing visitors to appropriate City departments.
- ❖ May be cross-trained to back-up other clerical staff.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Computer Skills:** Thorough knowledge of word processing, database, order processing, and spreadsheet software programs. Ability to navigate the Internet.

**Other Skills and Abilities:** Independence of action is stressed. Assignments may be general in nature requiring the ability to independently plan and prioritize work processes. Thorough knowledge of standard office procedures, business English, spelling and grammar. Ability to accurately take and transcribe meeting minutes using a laptop computer or handwritten notes. Ability to compose correspondence in an effective style and business form. Ability to type rapidly and accurately from rough drafts and dictating equipment. Ability to operate standard office equipment including personal computer, calculator, multi-line telephones, etc. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish and maintain effective working relationships with other employees.

**EDUCATION and/or EXPERIENCE:** Minimum of three years of experience in office work, including secretarial/administrative experience of a progressively responsible nature. High school diploma or general education degree (GED) including specific training in office practices and general clerical skills. May require specific experience or training in specialized field. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

*Z:HR/POSITION DESCRIPTIONS/CITY HALL/OFFICE COORDINATOR*

*Approved by City Council on 06-10-10*



City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF OCTOBER 10, 2017

**TO: MAYOR AND CITY COUNCIL**

**FROM: SARAH FROST, LIBRARY MANAGER through KENNA WEST, CITY MANAGER**

**SUBJECT: UPGRADE AND RENOVATION OF THE EXTERIOR FRONT (C STREET) OF THE CITY OF WILLAMINA CITY LIBRARY**

**ISSUE**

Shall the City Council approve the upgrade and renovation of the exterior front (C Street) of the City of Willamina City Library through donations of materials and labor from the Willamina Civic Club?

**RECOMMENDATION:**

Approve the upgrade and renovation of the exterior front (C Street) of the City of Willamina City Library through donations of materials and labor from the Willamina Civic Club.

**SUMMARY AND BACKGROUND**

The City of Willamina Library Board (hereinafter Board) met at a properly scheduled and noticed Board meeting on September 19, 2017. At that meeting, the Willamina Civic Club presented an improvement and landscape plan for the exterior front of the Willamina City Library. These improvements include the addition of planter boxes and possibly an arbor to create a courtyard-like appearance and atmosphere. Attached as Exhibit A is a pencil rendering of the proposed improvements.

The improvement project is a donation by the Willamina Civic Club. The Willamina Civic Club will endeavor to choose low maintenance, yet attractive plants to fill the planters and all materials and plantings will become, upon completion of the project, the property of the City of Willamina.

The City will be responsible for the maintenance of the planters and arbor but the Willamina Civic Club will maintain the plants; with the exception of occasional watering which will be performed by the Library staff.

**FACTS AND FINDINGS**

1. The Willamina Civic Club will donate the materials and plantings to the City of Willamina for this improvement project. There will be no initial expense to the City.
2. The Willamina Civic Club will ensure that the project complies with all applicable laws, codes, regulations, and/or administrative rules which may apply to this project.

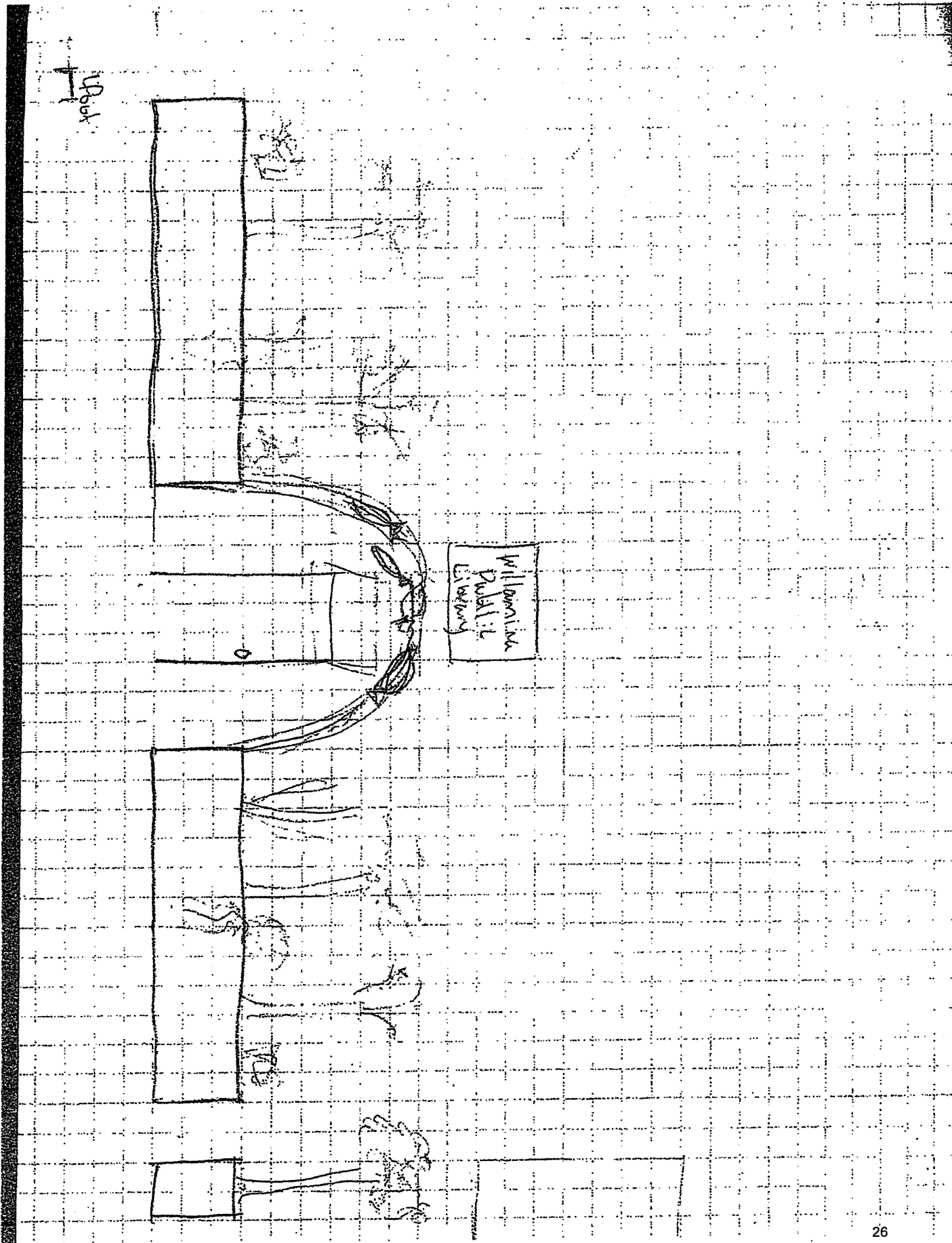
3. The planters and arbor will become the property of the City of Willamina upon completion of the project. Any upkeep or maintenance of the planters or arbor will be the sole responsibility of the City of Willamina. There may be some future costs to the City due to damage/repair of the planters or arbor.
4. The Willamina Civic Club will maintain the plantings within the planters, with the exception of occasional watering, which will be completed by the Library staff and volunteers. The Willamina Civic Club will endeavor to choose low maintenance yet attractive plants for these planters.
5. The Library Board, the Library Manager and the City Manager's Office support approval of this project.
6. **Proposed Motion:** *I move to approve the donation of materials and labor by the Willamina Civic Club for the upgrade and renovation of the exterior front of the City Library in accordance with the Facts and Findings within the pertinent staff report.*

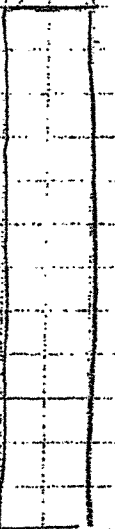
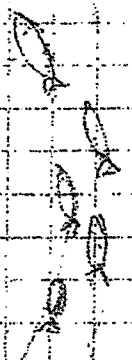
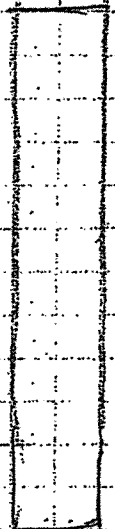
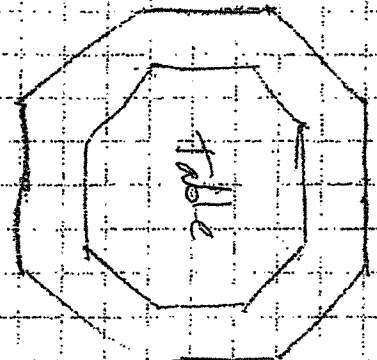
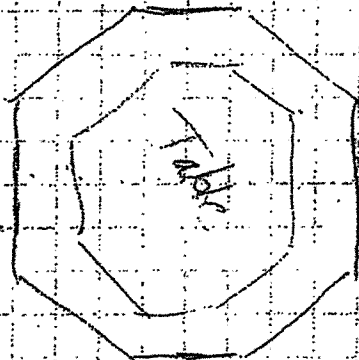
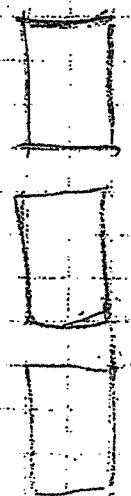
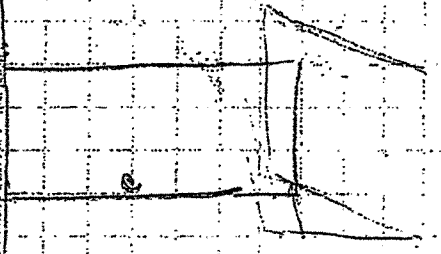
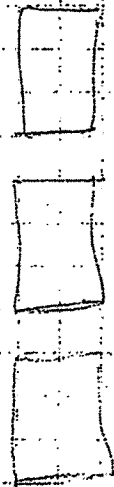
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Kenna L. West, City Manager

Attachments:

- A. Pencil rendering of the proposed project





1. 18001 Stahl

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF OCTOBER 10, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: SARAH FROST, LIBRARY MANAGER through KENNA WEST, CITY MANAGER**

**SUBJECT: ADOPTION OF ORDINANCE NO. 669 REVISING THE CITY OF WILLAMINA CODE OF ORDINANCES CHAPTER 31, §31.03(B) TO ALLOW UP TO SEVEN MEMBERS ON THE LIBRARY BOARD**

**ISSUE**

Shall City Council allow the reading of Ordinance No. 669 revising the City of Willamina Code of Ordinances Chapter 31, §31.03(B) and a vote on Ordinance No. 669 at the City Council Meeting of October 10, 2017 pursuant to Chapter VIII, Section 30 of the Charter?

**RECOMMENDATION:**

Allow reading of Ordinance No. 669 revising the City of Willamina Code of Ordinances Chapter 31, §31.03(B) and a vote on Ordinance No. 669 at the City Council Meeting of October 10, 2017 pursuant to Chapter VIII, Section 30 of the Charter.

**SUMMARY AND BACKGROUND**

The City of Willamina Library Board (hereinafter Board) met at a properly scheduled and noticed Board meeting on September 19, 2017. At that meeting, there was discussion regarding the excellent response to the recent Board openings; both before and after the positions closed.

The Board is interested in sustaining the energy and history of the Board. With the ability to increase their membership up to seven members, the Board believes this will benefit the overall goals and future growth of the Library. With this in mind, the Board recommended revision of their Charter to allow up to seven members and directed the Library Manager to bring this request to the City Council.

The adoption of an Ordinance is required to revise any previously adopted Ordinance. The City of Willamina Charter, Chapter VIII, Section 30 allows adoption of an Ordinance at a single meeting by the express unanimous vote of all council members present, provided the ordinance is read first in full and then by title.

If adopted, Ordinance No. 669 will revise the City of Willamina Code of Ordinances and provides the proposed language for that revision.

**FACTS AND FINDINGS**

1. There is no financial impact to the City of Willamina due to this request.

2. City staff will update the Library Charter found in the City of Willamina Code, Chapter 31, §31.03(B) in accordance with the language found within the attached Ordinance No. 669.
3. If adopted and after it becomes effective, the Board Chair will work with the City to advertise and recruit additional Board members.
4. **Proposed Motion:** *I move to allow Ordinance No. 669 revising the City of Willamina Code of Ordinances Chapter 31, §31.03(B) to be read and voted upon at the City Council meeting of October 10, 2017 pursuant to Chapter VIII, Section 30 of the Charter.*

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Kenna L. West, City Manager

Attachments:

- A. Ordinance No. 669, An Ordinance Revising the City of Willamina Code of Ordinances Chapter 31, §31.03(B)

**ORDINANCE NO. 669**

**AN ORDINANCE REVISING THE CITY OF WILLAMINA CODE OF  
ORDINANCES, CHAPTER 31, §31.03(B)**

**WHEREAS**, The City of Willamina Code of Ordinances, Chapter 31, §31.03 provides for the establishment of a Library Board, and

**WHEREAS**, The City of Willamina Code of Ordinances, Chapter 31, §31.03(B) provides that the Library Board shall have five members appointed by the Mayor and confirmed by the City Council, and

**WHEREAS**, The Library Board, through the Library Manager, has requested the membership be revised to include a minimum of five but no more than seven members, and

**WHEREAS**, The City approves of this request and desires to revise the membership accordingly.

**THE CITY OF WILLAMINA, OREGON ORDAINS AS FOLLOWS:**

**SECTION 1.** Chapter 31, §31.03(B) is amended to read:

(B) The Board shall consist of a minimum of 5 but  
no more than 7 members appointed by the Mayor and confirmed  
by the City Council.

**SECTION 2. Severability.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, or clauses.

**SECTION 3. Codification.** Provisions of this Ordinance shall be incorporated into the City Code and the word "Ordinance" may be changed to "code", "article", "section", "chapter", or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any "Whereas" clauses and boilerplate provisions (i.e. Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION 4. Effective Date.** This ordinance shall become effective thirty (30) days after adoption.

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with Chapter VIII, Section 30-31 of the City Charter on the 10<sup>th</sup> day of October, 2017, and duly **PASSED** and **ADOPTED** this 10<sup>th</sup> day of October, 2017, by the following votes:

Mayor Skyberg: \_\_\_\_\_

Councilor Wooden: \_\_\_\_\_

Councilor McKnight: \_\_\_\_\_

Councilor Baller: \_\_\_\_\_

Councilor Burr: \_\_\_\_\_

Councilor Johnson: \_\_\_\_\_

Councilor Stritzke: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Recorder



# Yearly Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

### September 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### September

09/04/17 (Mon)	Labor Day	holiday
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### October 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### October

10/09/17 (Mon)	Columbus Day	holiday
10/24/17 (Tue)	United Nations Day	holiday
10/31/17 (Tue)	Halloween	holiday
10/10/17 (Tue)	Regular City Council Meeting	meeting
10/11/17 (Tue)	Executive Session	meeting
10/18/17 (Tue)	Work Session	meeting
10/25/17 (Tue)	Work Session	meeting

### November 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### November

11/11/17 (Sat)	Veterans Day	holiday
11/23/17 (Thu)	Thanksgiving	holiday
11/05/17 (Sun)	Daylight Saving (move clocks back 1 hour)	holiday
11/10/17 (Fri.Sat & Sun)	Coastal Hills Art Tour Celebrating 26 years	event

### December 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### December

12/24/17 (Sun)	Christmas Eve	holiday
12/25/17 (Mon)	Christmas Day	holiday
12/31/17 (Sun)	New Year's Eve	holiday